

# Applying for an Educator License: Quick Start Guide

## Getting Started:

1. Log on to <https://license.doe.in.gov/>.
2. Create a profile in the **License Verification and Information System (LVIS)**.
3. Write down your user name and password for future reference.



## Applying for a License:

1. After logging in, click on **Add Application** on the right-hand menu bar.
2. Select the appropriate license type. If you are unsure, current educators can find more information here: <http://www.doe.in.gov/student-services/licensing/current-educators>. Prospective educators can find more info here: <http://www.doe.in.gov/student-services/licensing/prospective-educators>.
3. Choose the college where you completed your coursework.
4. Complete the criminal history check and submit the application.
5. You may check the status of your application at any time by logging in to LVIS and clicking on **Application Status** on the right-hand menu bar.
6. You may pay for your application by clicking on **Pay Pending Applications** on the right-hand side menu bar.

## Submitting a Professional Growth Plan:

7. On the LVIS home page, click on the **Professional Growth Plan** link on the right-hand menu bar.
8. Enter your PGP information and save.
9. Upon submission you should see a record of the PGP and any other PGPs you submitted.
10. Let your building principal know you have submitted your PGP. They will log in to the LVIS system and approve the PGP.

Have questions? Call (317) 232-9010 or click the **Contact Us** tab in LVIS to send us an email.

*Indiana Department of Education Office of Education Licensing and Development*